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MEMORANDUM FOR: Planning Officer, OL

FROM:

Chief, Printing and Photography Group, OL

SUBJECT: D/L's Annual Speech

REFERENCE: Memo to C/P&PG fm PO/OL, dtd 2 Jun 89,
same subject.

1. Per your memo, the following are suggested Printing and Photography Group (P&PG) items for inclusion in the D/L's annual address to the Logistics Conference:

I. Key Accomplishments for 1989

A. In February 1989 the Printing and Photography Group (P&PG) opened its first Customer Service Center (CSC) for the Office of Logistics. Located on the ground floor of the Original Headquarters Building (OHB), in GJ-56, the CSC is designed to help OL better serve Agency offices in fulfilling their needs for photographic, design and printing services.

B. During the past year, the Agency Copier Management Program (ACMP) further consolidated within the Printing and Photography Group (P&PG) when the responsibility for providing copier supplies and paper for the Agency's 600+ copying machines was acquired by P&PG. Under the P&PG Copier Supply Program, copier supplies are automatically delivered to the using offices and paper is available in the supply rooms. Large and unanticipated requirements for paper can be satisfied by a phone call to P&PG. The supplies will be delivered to the office and a delivery schedule can be established for paper.

C. In response to the desires of the new Administration for changes in the delivery times of current finished intelligence to the White House, the Printing and Photography Group has made significant staffing and scheduling adjustments to assure that the President's Daily Brief (PDB), the National Intelligence Daily (NID) and other current intelligence publications are available to the President at the time requested.

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D. In FY 89, the Printing and Photography Group (P&PG) printed two intelligence assessments which the Agency had prepared to assist in the new Administration's transition into office. The first publication, completed soon after the election of President Bush consisted of a 222 page global intelligence review. In January, 3000 copies of a brochure entitled President Elect Transition Papers Update was printed by P&PG for President Bush and the new Administration staffers and appointees.

II. Major Concerns for FY 90:

A. First occupied in 1967, the existing Headquarters printing plant space has not been expanded. It is now experiencing a severe lack of available space.

B. The Headquarters printing plant is now operating at capacity with about 90% of the Printing and Photography Group's (P&PG) production time allocated to the production of current intelligence. This leaves less than 10% of the available production time free for discretionary production.

C. Non-availability of additional production resources or space prompted an investigation into a satellite printing plant. This investigation was undertaken in an Management By Objectives (MBO) study in 1989.

D. In order to maintain the high serviceability of production equipment, P&PG has established a plan for Equipment Replacement Funding based on a fifteen-year replacement cycle. This includes an initial five-year fourteen-million dollar plan for equipment replacement that is maintained as a line item in the P&PG budget.

E. The utilization of desktop publishing hardware and software is exploding within the Agency. P&PG must stay abreast of continuing development in this new technology to be able to provide necessary support to Agency components.

III. Objectives for FY90:

A. Continue efforts to enhance support to the production of finished intelligence primarily through the acquisition of a new printing facility outside of the Headquarters area.

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B. Continue the reconfiguration of typesetting computer architecture within the Headquarters composition facilities.

C. Improve and expand computer literacy within the Group.

D. Plan efforts to enhance P&PG's ability to handle projected increases in the demand for color printing.

E. Continue efforts to focus on enhancing communications between customers and P&PG.

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2. For further information, contact on

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